

KELLY P. JONES
1325 Reedy Branch Road
Winterville, NC 28590
(252)756-1234
kjones@hotmail.com

OBJECTIVE:

Opportunity to work in a legal office setting

EDUCATION:

Pitt Community College, Greenville, NC
Currently enrolled in AAS, Paralegal Technology
Graduation Date, May 2006

DH Conley High School, Greenville, NC
Diploma, June 2002

ACCOMPLISHMENTS:

- Vice President of the Student Government Association (PCC), 2004-2005
- Member, Phi Theta Kappa, 2005
- Rotary Club Scholar, Fall 2002
- Community Service: American Red Cross, Habitat for Humanity, Boys and Girls Club of Pitt County, Ronald McDonald House of Pitt County

WORK EXPERIENCE:

Reed and Baker, LLP, Greenville, NC
Paralegal Intern, 2004 to Present
Perform legal research and provide written summaries of research papers, documents, complex agreements, and case law. Assist in case investigations. Draft pleadings, declarations, and memoranda of law. Assist in trial preparation. Provide support through phone work and interaction with all professional levels.

Food Lion, Greenville, NC
General Cashier/Customer Service, 2001-2004
Trained employees on cash register operations, blocking product, and other general duties. Performed customer service duties such as refunds, voids, vendor check in, and payment of bad checks. Sent orders for grocery, deli, produce and market departments. Received several Outstanding Performance Awards for achievements in the areas of customer service, cash control, and loss prevention.

KELLY P. JONES
Resume – page 2

REFERENCES:

Mr. John Martin
Pitt Community College
P.O. Drawer 7007
Greenville, NC 27835
(252) 493-2111

Mrs. Jane Smith
Pitt Community College
P.O. Drawer 7007
Greenville, NC 27835
(252) 493-1234

Mr. Mark Brown
Food Lion
125 Memorial Drive
Greenville, NC 27834
(252) 756-5678